EmployeeDirect has a new application:
Introducing Health Benefits Direct for Open Enrollment – May 1-15, 2019

The URL is https://edirect.virginia.gov/EDL/Start.aspx?

1. You will need to register or log in with your EmployeeDirect user name and password to get to Health Benefits Direct. If you are a new user or have forgotten your EmployeeDirect credentials, confirm the following information with your Benefits Administrator before you visit EmployeeDirect.
    *   Identification Number – the 7-digit number assigned to your record
    *   Date of Birth
    *   Last four digits of your Social Security Number
    *   Email Address

    If you have problems with EmployeeDirect, help is available at Edirectissues@dhrm.virginia.gov.

2. When you select Health Benefits Direct, your health benefits record(s) will be displayed. Most employees will have only one record, with six tabs of information. It will be effective May 1, 2019 and the record status will be approved.

3. When you select 'Request Change', your change request for Open Enrollment is started and completed in six sequential steps:
    Step 1:   Choose to make Open Enrollment changes effective 07/01/2019.
    Step 2:   Review your health benefits eligibility information and notify your Benefits Administrator of any discrepancy.
    Step 3:   Review your personal information and update your address, phone, and email. You can also notify your Benefits Administrator of any discrepancy you cannot update.
    Step 4:   Review their health care coverage election and enroll, waive, or change their health care plan and add an eligible family member or remove a covered family member. They can also report any discrepancy in existing covered family members to their Benefits Administrator.
    Step 5:   Enter a pay period amount to enroll in one or both flex accounts.
    Step 6:   Read and accept the Enrollee Statement, and then submit your change request.

4. When you submit, you have a health benefits record that is in-process. As the change requests are processed, emails from 'NoReply@dhrm.virginia.gov' will be sent to you and your Benefits Administrator. This is not an immediate process – it will depend on volume and may take hours.
    *   Approved change requests update your health benefits record(s) with an effective date.
    *   Change requests that are pending approval require that you provide supporting documentation to your Benefits Administrator before the request is approved.
    *   Failed change requests and requests that produced no changes do not update your health benefits record(s). These requests should be discussed with your Benefits Administrator. An enrollment form may be required to make the Open Enrollment election.

5. You can log in to EmployeeDirect and select Health Benefits Direct to review the status of your health benefits record(s) at any time during Open Enrollment. Additional on-line change requests are not permitted until in-process and pending approval records are updated.